

17 JANUARY 1997



Finance Management

**REPORT OF US DOLLARS IN CIRCULATION
AND UTILIZATION OF YEN
(RCS: USJ-COM-19)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 605 AFS/FMD (TSgt I. Alva)
Supersedes 5 AFR 177-6, 26 July 1993

Certified by: 605 AFS/CC (Major M. Anthony)
Pages: 3
Distribution: F

This regulation prescribes procedures for preparing and submitting Report of United States (US) Dollars in Circulation and Utilization of Yen (RCS: USJ-COM-19) required by USFJPL 177-2, *Yen Utilization Report*. It applies to all Air Force disbursing officers and military postal activities in Japan.

SUMMARY OF REVISIONS

Changes regulation to instruction. Updates organization designations and office symbols throughout. New or revised material is indicated by a (|).

1. General Information. The Governments of the US and Japan agreed at the Joint Committee that the US Forces, Japan (USFJ), will furnish the Government of Japan, through the Joint Committee, a monthly report in three parts, on the utilization of yen purchased with dollars by USFJ, the amount of yen reconverted for dollars by USFJ, and the receipt and disbursement of US dollars by USFJ.

2. Preparation of Reports.

2.1. At the end of each month, Air Force disbursing officers will prepare the report, including the following information (see figure 1 for the reporting format).

2.1.1. Part I. Gross utilization of yen purchased with dollars by Air Force disbursing officers, classified by individuals, quasi-official, and official expenditures.

2.1.2. Part II. The amount of yen reconverted for dollars by disbursing officers (limited reconversion of yen to dollars for hospital patients being evacuated by air to the Continental US).

2.1.3. Part III. US dollar receipts and disbursements:

2.1.3.1. Report US dollars received and disbursed by military banking facilities and disbursing officers from and to organizations outside Japan.

2.1.3.2. Report US dollars received and disbursed within US facilities and areas by military banking facilities, military post offices, and disbursing officers. This is the total of all US dollars received and disbursed by each reporting facility during the reporting period. Receipts will include such items as sale of money orders, deposits to checking and savings accounts, etc. Disbursements will include such items as check cashing, withdrawing of savings, etc.

2.1.3.3. Exclude the amounts of US dollars mutually received and disbursed among military banking facilities, military post offices, and disbursing officers (i.e., transfers between activities). Amounts reported will be US dollars transactions only. Do not include transactions with checks, money orders, etc., unless US dollar receipt or disbursement is involved.

2.2. The 605th Accounting and Finance Squadron, Chief, Disbursing Flight (605 AFS/FMD) will consolidate the air post office data from all operating locations within Japan, including Okinawa. This data will be extracted from the monthly postal activity report.

3. Submission of Reports.

3.1. Air Force disbursing officers and postmasters will submit the reports to reach 605 AFS/FMD, APO AP 96328-5078, not later than the 7th calendar day following the last day of the preceding month.

NOTE: Head offices of military banking facilities will submit reports directly to the Headquarters USFJ, Chief, Financial Management (USFJ/J026) in accordance with USFJPL 177-2.

3.2. 605 AFS/FMD will submit the consolidated Air Force report to USFJ/J026 not later than the 10th calendar day of each month. Part III of the report will be broken out to reflect disbursing officers and postmasters as separate entries (i.e., Disbursing Officers - Received/Disbursed; Postmasters - Received/Disbursed).

Figure 1. Reporting Format.

PART I	
The following is a report of yen purchased with dollars for the month of _____ 19__:	
FINANCE OFFICE	
Individuals	\$
Quasi-Official	\$
Official Expenditures	\$
Total	\$
PART II	
The following is a report of the amount of yen reconverted for dollars for the month of _____ 19__:	
\$	= ¥
PART III	
(A) US dollars received and disbursed from and to organizations outside Japan:	
RECEIVED	DISBURSED
\$	\$
(B) US dollars received and disbursed within Japan:	
RECEIVED	DISBURSED
\$	\$

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